System & Database Administrator (Contract/Part-Time)

Employer: UBC Press (division of the Vice President for Research and Innovation), Vancouver, British Columbia

Time Commitment: Part-time position until December 31, 2019. We anticipate an initial period of more intensive work, followed by routine maintenance. This position has potential for ongoing part-time employment beyond this time period.

Pay Scale: Payment is on an hourly basis, with a rate commensurate with education and experience.

Citizenship: Open to Canadian citizens and Permanent Residents of Canada.

To Apply: Send cover letter and resume by email to:

Amber Ridington
Project Development Manager, Digital Publishing in Indigenous Studies, UBC Press, The University of British Columbia
ridington@ubcpress.ca
Enquiries: 604 827-2495

Application Deadline: March 18, 2019 – position will remain open until filled.

Job Description

Role: UBC Press is seeking a System & Database Administrator for its groundbreaking, multi-partner publishing initiative called RavenSpace. We have designed a platform for media-rich, networked, interactive books in Indigenous Studies that provides a digital space where communities and scholars can work together to share and create knowledge. The platform combines a cluster of open-source technologies, including repository software for digital archiving and collections management for long-term storage, access, and preservation of digital content. We seek administrator expertise for the implementation and maintenance of the system and repository software.

The System & Database Administrator will be primarily responsible for customizing and maintaining a cloud-based media repository, working with a DSpace database and OwnCloud file transfer system that are hosted on a Compute Canada (self-serviced) cloud server. The role will contribute to establishing cloud-system and database/records management standards for the RavenSpace initiative.

Responsibilities: Following a training and transition period, the System & Database Administrator will be responsible for all aspects of server and database administration, including: installation, server configuration, backup and redundancy assurance, system updates, system security; software configuration and synchronization (module installation, script development, updates); workflow documentation and user access; and other work as required for the project’s success.
Skills & Education

**Essential:**
- Degree or certificate in IT, Computer Science, Library Sciences, or other relevant area. Senior-level students and recent graduates are encouraged to apply.
- Experience working with databases, including installation, configuration, maintenance, and documentation.
- Ability to learn new technologies and tools rapidly, or experience with and knowledge of web application deployment and management in a LAMP (Linux, Apache, MySQL, PHP) environment, HTML5, along with Python scripts for system synchronization.
- Aptitude for problem-solving and knowledge-sharing.
- Strong organizational and communication skills, including the ability to work with a project team.

**Preferred**
- Experience with and knowledge of best practices for cloud-based VM system administration.
- Familiarity with user testing and analytics.
- Experience with DSpace and establishing best practices for digital asset management.

This position provides hands-on experience working as part of an interdisciplinary team developing an innovative project in the digital publishing industry.

**Supervision:** The System & Database Administrator will perform under direct supervision of the Project Development Manager and in coordination with the platform and book development teams.